# Business Contracts Database Project

The Business Contracts' office manages UT Austin's service agreements. A comprehensive list of examples is attached. The list is not inclusive, and all contracts are logged and tracked the same way. Currently an Access database is used to track contracts. We have 14,874 files in our database and receive an average of 2,300 new contracts each year. Our work could benefit from better cross referencing and improved report functioning, and there is a moderate amount of opportunities for human error.

Desired Database features:

1. ~~Ability to upload scanned documents (email and PDF)~~
2. ~~Cross-reference original contracts with their subsequent amendments (could be as many as 20 amendments for the same contract)~~
3. Ability to copy/duplicate a record/contract file to reduce logging time of new contracts (many of our contracts are repeated annually and we do a lot of work with the same vendor)
4. ~~A tickler system for major contracts' expiration/renewal dates~~
5. Ability to populate the Business Contract Procedure Checklist (example attached but a non-paper option we would like to see is incorporation of the Checklist into the contract file)

Essential database features:

6. Ability to print summaries of each contract file
7. ~~Ability to print results of database searches~~
8. ~~Free-form Notes section with no character limit~~
9. A way to track the following features for each contract:
   a. ~~Identifier/Contract Number unique to each contract/amendment~~
   b. ~~Received Date, Logged By initials~~
   c. ~~Purpose~~
   d. ~~Notes~~
   e. ~~University Department affiliated with contract (ability to rename departments and always have them in alpha order)~~
   f. ~~Department Contact name and email address, Department Contract Administrator~~
   g. ~~Vendor Name and Address with country field~~
   h. ~~Term of contract (beginning and ending date);~~ for end date list of dates and "Ongoing"
   i. Number of remaining renewal options and lengths remaining in the contract
   j. ~~Foreign (if search can be done on "non-USA" country this field may not be required~~
   k. Facility Use of UT Building of Budget reports
   l. ~~Service Type (Receive, Provide, Receive and Provide)~~
   m. ~~Account Type (2 digits)~~
   n. ~~Contract Amount~~
   o. ~~Date returned to department~~
   p. ~~Last contacted date~~
   q. ~~Status~~
   r. ~~Signed by, Reviewed By, Signed Date~~
   s. ~~System Approval fields (OGC, EVC, BOR, Docket, Docket Date, System Notes~~
10. Ability to search the database for all of the features mentioned in Section 7.

Key Stakeholders

Business Contracts and Open Records, Office of the Vice President and Chief Financial Officer for The University of Texas at Austin